

RA Advisory 2007-02
Distributed via Email on September 4, 2007
Subject: New Reimbursable Policies and Procedures

This is just a reminder that new reimbursable policies and standard operating procedures went into effect on July 1st, 2007. If you did not attend the Reimbursable BPR (Business Process Re-engineering) Training classes offered throughout the month of June or the Reimbursable New User Training class offered in early August, please contact your Line Office reimbursable contact or refer to Section I on the reimbursable web page at the following link:

<http://www.corporateservices.noaa.gov/~cbs/reimburse.htm>

For a summary of current NOAA general reimbursable policies, see section I.a.i. Chapter 10 of Finance Handbook: REIMBURSABLES, pages 2-3.

Section I.b. contains new Reimbursable Standard Operating Procedures. A few of the biggest changes to note include the following:

- All reimbursable documentation and requests will flow from the FMC to the LO/SO headquarters reimbursable contact, and then forwarded from there to other points of review and approval (i.e., General Counsel, Finance, NOAA Budget).
- Finance will review, approve, and activate all reimbursable projects on the CM004 Project Code Maintenance Screen.
- Finance will review and approve all reimbursable agreement transactions on the RADG002 Agreement screen.
- Finance will record all Unfilled Customer Order transactions on the RADG003 screen.
- All requests for reimbursable allotments will be forwarded to NOAA Budget from Finance. NOAA Budget will no longer accept reimbursable allotment requests directly from Line Offices or FMCs.

If you have any questions related to the new reimbursable policies, procedures, or reports published on our web site that cannot be addressed by your Line or Staff Office reimbursable contact, please call CBS Client Services on 301-427-1023 or email them at clientservices@noaa.gov.